

Pharmacy Technician Curriculum Guide 2021-2022

Program Description

In MCTI's Pharmacy Technician program, students acquire essential customer service skills needed to interact professionally with pharmacy customers, co-workers, and other healthcare professionals. Students receive hands-on experience related to cashiering and inventory management in the retail and pharmacy lab. Students also receive hands-on experience in receiving, processing, and distributing prescriptions. Emphasis is placed on following all pharmacy related laws and regulations. Students learn to work safely in a team, independently and under the direction of a licensed Pharmacist.

Program Admissions Requirements - Students who most closely match the **U.S. Department of Labor occupational profile** for a Pharmacy Technician are accepted for enrollment.

Aptitude/Abilities - Ability to communicate through verbal/written formats, to use information technology, problem solve, take initiative, adapt to change, organize material, and attain keyboard speed of 30 wpm. Strong interpersonal relations. Average clerical perception. Strong ability to prepare exact verbal and numerical records, compliance with precise instruments, and specifications for materials

CASAS Scaled Score - Reading & Math 236-240

Environment - Store, Hospital – Drug and Alcohol free

Physical Demands – Light to Medium, includes reaching and bending frequently and standing for long periods of time

Temperament - Performs a variety of tasks under stress, enjoys working with people (including accepting criticism), precision and repetitive work, follows specific instructions.

Entry-Level Pay - Starting pay may range from the current minimum wage to a higher amount depending on the location of the job.

Certificate of Completion Programs (SOC code):

- Pharmacy Technician (29-2052)

The Pharmacy Technician Program is three terms. Students take retail marketing related courses during the first term and pharmacy related courses starting in the

second term. During the third term, students preparing to work in a retail pharmacy focus on building proficiency as a Pharmacy Technician. These students must complete a work externship* in a retail pharmacy. The externship may take place during or after school and/or on the weekends.

Third term students with the skills, interests, and abilities to work in a pharmacy setting that requires certification may be invited to take classes that prepare the student for the certification exam offered through the Pharmacy Technician Certification Board (PTCB) and be provided an externship* in a hospital setting. The hospital externship may take place during school hours, after school, and/or on the weekends.

*The externship employer may require the student pass a drug screen prior to beginning the externship.

Required Courses for Certification

To advance from term to term, students must demonstrate academic progress (satisfactory grade point average of 2.0) and good employability skills.

(first term)

Course Number	Course Name	Credits
PT 101A	Pharmacy Technician Procedures	4
PT 102	Applied Pharmacy Calculations	4
PT 103	Pharmacy Technician Lab	4

(second term)

Course Number	Course Name	Credits
PT 201	Advanced Pharmacy Technician Procedures	4
PT 202	Advanced Pharmaceutical Calculations	4
PT 203	Advanced Pharmacy Technician Lab	2
PT 204	Externship	4

Other courses (Instructor Approval Needed)

Course Number	Course Name	Credits
PT 307	PT Certification Preparation	2
PT 680	Independent Study	2-12
PT 690	Internship	6-12

Instructors, program managers, and/or the referring counselor may recommend employability skills and elective classes based on the student's needs, interest, and abilities. Additional terms or courses are initiated by the instructor and approved by the Manager of Career and Technical Education programs. Job Seeking Skills is required for all students expecting to graduate from MCTI.

Course Descriptions

PT 101 Pharmacy Technician Procedures: This highly interactive course is designed for entry-level students preparing to work in a Pharmacy as a Pharmacy Technician. The course focuses on the roles and responsibilities that each pharmacy team member plays and the basic knowledge and skills needed by all team members. This course also introduces the student to pharmacology and key concepts for pharmacy technicians, including terminology, abbreviations, dosage formulations and administration, how the body and drugs work and drug classifications. The topics covered in this course are instrumental for a solid understanding of material covered in subsequent courses. Key attributes and skills of the professional pharmacy technician are covered, as well as foundational concepts on communication, customer service, patient care, pharmacy law and professional ethics.

PT 102 Applied Pharmacy Calculations: A solid understanding of basic arithmetic and specific calculation methods is necessary for today's pharmacy technician. Nearly every aspect of drug dispensing requires a consideration of numbers. Pharmacy calculations 102 starts from the beginning with a review of basic math skills which are required for more advanced calculations and covers measurement systems, and the various forms of dosage calculations.

PT 103 Pharmacy Technician Lab: Demonstrate a medical and pharmaceutical vocabulary including abbreviations and symbols used in processing prescriptions in a community pharmacy; summarize the importance of environmental safety standards, pharmacy safety, and personal safety and hygiene; utilize computer support operations in a classroom setting; demonstrate the procedures and operations relating to processing prescriptions and preparing medications for ambulatory patients; and demonstrate entry level operations in an ambulatory setting to include stock maintenance, inventory, record keeping, and purchasing.

PT 201 Advanced Pharmacy Technician Procedures: This course is designed for students who have a working knowledge of a Pharmacy and plan to work as a Pharmacy Technician in a hospital or institutional setting. Students will be exposed to duties completed by pharmacy technicians in a hospital, compounding or mail order establishment. Students will be introduced to the key concepts in pharmacology for pharmacy technicians, including terminology, abbreviations, dosage formulations and administration, how the body and drugs work and drug classifications.

PT 202 Advanced Pharmaceutical Calculations: Pharmacy Calculations 202 builds upon the material covered in Pharmacy Calculations 102 and expands into the more advanced and complex mathematical procedures completed by pharmacy technicians. Specifically, this course covers solving concentrations, dilutions, allegations, and parenteral dosage/administration calculations.

PT 203 Advanced Pharmacy Technician Lab: The purpose of this course is to introduce the student to sterile compounding in pharmacy practice. The content examines the current standards and best practices for preparing a sterile compound.

PT 204 Externship: This work externship course is for the student who has the basic skills necessary to work in a Pharmacy as a Pharmacy Technician. This course supports and enhances the student's academic experience by providing real life on-the-job training in a pharmacy in either a retail or hospital setting.